PROGRAMMER/ANALYST IV

GENERAL DEFINITION OF WORK: *FLSA Status: Exempt*

Under general guidance and with minimal supervisions, performs complex technical and difficult professional work interfacing with a team of internal or contract programmer/analysts: work includes developing and maintaining work plans form moderate to complex projects; maintaining a level of knowledge of the application system(s), multiple platforms and new technologies; performing as a lead developer for one or more projects; performing detailed analysis and design tasks; assisting with the preparation of RFP software specifications; supporting major system/project initiatives and/or maintaining multiple existing application systems.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing, testing, de-bugging and documenting computer programs; providing system support, operations and maintenance assistance on systems; evaluating and modifying programs.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

➢ Serves as lead developer for moderate to complex new applications or enhancement projects.
➢ Evaluates new or alternative approaches to systems development.
➢ Performs business process/systems reviews with agency staff.
➢ Identifies and documents system requirements.
➢ Develops and designs technical specifications and work plans.
➢ Prepares procedural manuals and documentation for system users.
➢ Trains system users.
➢ Provides technical assistance to user departments.
➢ Plans and conducts acceptance tests for new systems and modifications to existing systems.
➢ Assures quality of system test results.
➢ Monitors program development, detects, analyzes, and solves systems programming problems.
➢ Responds to emergencies.
➢ Coordinates the implementation of systems with users and other agency personnel.
➢ Researches and evaluates software methodologies and technology for effectiveness and applicability.
➢ Develops RFP's and participates in the evaluation of responses and selection of vendors.
➢ Monitors contract performance, ensures contract compliance and contract deliverables.
➢ Supervises and/or writes new or modifies existing computer programs.
➢ Tests and debugs computer programs and corrects program logic when necessary.
➢ Develops management reports.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles of systems design and analysis, modern techniques of systems analysis, and life-cycled development; thorough knowledge of multi-platform computer languages, programming principles, practices and particular operating characteristics of the hardware on which the language is processing and of the operating requirements of various computer platforms functioning in centralized, distributed, client server, and stand-alone environments, thorough knowledge of effective project management methods, practices and techniques; thorough communications skills, both written and oral; ability to plan, organize, and conduct system analysis and to evaluate administrative processes and procedures; ability to efficiently monitor and participate in program development and thoroughly document necessary system modification enhancements.

EDUCATION AND EXPERIENCE:

Requires any combination of education, training, and experience equivalent to an Associate's degree in computer science or related field; **and** 10 years programming analysis experience in a complex information systems environment or related field; **OR** possession of a Bachelor's degree in computer science, or related field, and 6 years programming/analysis experience in a complex information systems environment.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS: None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.